

SECRET

16 SEP 1968

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MEMORANDUM FOR: [REDACTED] DDP/RMO

SUBJECT : Coordination of Proposal for "Destruction
of CS Record Documents"

1. This Office concurs in the proposed [REDACTED] draft dated 7 February 1968, "Destruction of CS Record Documents".

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2. One question raised in various quarters here concerned the fact that many "CS Records" have other than "CS values" that must be considered before the record is destroyed. We wonder if the disposal criteria established by the CS Records Committee is compatible with the General Records Disposal Criteria established by the Federal Government.

3. I have been told repeatedly that many CS documents are the only remaining copy of some records and they should be sent to Archives, not destroyed. This is especially true among some Administrative Records of operational projects. There is a continuing need for specific instructions on filing and disposal of support and administrative records in CS offices.

4. We are endeavoring to develop a "Records Retention Plan" that will help to identify "Offices of Record" for specific types of documents. The assistance you and your staff provided on the "CS Records Retention Plan" has advanced it considerably. Thanks much. We shall work toward its early completion.

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[REDACTED]
CIA Records Administration Officer**SECRET**

3-11-68

W/A B -

I can not agree with the procedure of screening records, document by document, to effect destruction, but the DDP has worked itself into such a mess with its "CS record" that I don't feel there is any hope for them.

my main concern however is that the various RO's, PMO's & Records Review Group personnel understand that under current operational use or value

end, that there may
be other values, such
as historical that
must be considered.



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